



Policy: 1119
Procedure: 1119.05
Chapter: Confidentiality
Rule: Employee Personal
Information Redaction
Program

Stina
Effective:
Replaces: N/A
Dated: N/A

Purpose:

In accordance with Arizona Revised Statutes (A.R.S.) §§11-483, 11-484, 16-153 and 28-454 certain qualifying employees of the Arizona Department of Juvenile Corrections (ADJC) may seek to restrict public access to their personal information contained in specific public records.

Rules:

1. The **FOLLOWING CATEGORIES OF ADJC EMPLOYEES** are eligible to petition the Superior Court to restrict public access to their personal information contained in some public records:
 - a. Juvenile Corrections Officers; and
 - b. Personnel who have direct contact with ADJC juveniles.
2. **ELIGIBLE EMPLOYEES:**
 - a. Shall complete requests to redact personal information only during off-duty hours;
 - b. May use an ADJC employee who is a Notary Public to have the documents notarized upon completion;
 - c. May access the appropriate affidavit form with instructions for filling it out online at <http://supreme.state.az.us/selfserv/PIRA/PIRA-PE.pdf>;
 - d. May use those forms in any county in Arizona;
 - e. Shall justify on the affidavit why their personal identifiers should be redacted from public records;
 - f. Shall make copies of all forms and required attachments identified in the affidavit to secure and track his/her personal information.
 - i. **ADJC** shall not retain any copies of submittals.
3. **EMPLOYEES** shall use one affidavit form for redaction in all three areas in which they reside:
 - a. County Recorder, Assessor, and Treasurer - to include personal residential information such as address and telephone number;
 - b. Motor Vehicle Division (MVD) - to include vehicle registration information, personal data, and digitized driver's license photographs; and
 - c. Voter Registration - to include address and telephone number(s).
4. **County Recorder, Assessor, and Treasurer Records** - The **EMPLOYEE** shall:
 - a. Obtain the specific information to be redacted from his/her county of residence web site and include it on the affidavit:
 - i. Recording numbers (document locator numbers); and
 - ii. Recording dates.
 - b. Attach a copy of the page(s) from each instrument that shows the:
 - i. Recording number (document locator number) and recording date; and
 - ii. Either the applicant's full legal name and address, telephone number, or the legal description of the property.
 - c. Forward the notarized affidavit with the required attachments via interoffice mail to the Human Resources (HR) Administrator or designee;
 - d. Renew the request every five years from the court order issue date.
5. **Motor Vehicle Division (MVD) Records** - The **EMPLOYEE**:

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- a. May request that MVD identification information of all persons who reside with the employee be sealed by listing them by name on the affidavit (includes Arizona Driver's License holders and holders of Arizona State Identification [ID] cards);
 - b. Shall obtain a digitized driver's license to ensure suppression of both the photograph and personal information; and
 - c. Forward the notarized affidavit with the required attachments via interoffice mail to the Human Resources Administrator or designee.
6. **Voter Registration Records – The EMPLOYEE:**
 - a. Shall complete a Voter Registration form. (The employee may access a Voter Registration form at www.azsos.gov/election/VoterRegistration.htm);
 - b. May request that voter registration information of any registered voter who resides with the employee be sealed by:
 - i. Having them fill out a Voter Registration form; and
 - ii. Listing them by name on the affidavit.
 - c. Shall use a post office box or the employee's work location as the mailing address on the Voter Registration form;
 - d. Forward the notarized affidavit with Voter Registration Form(s) via interoffice mail to the Human Resources Administrator or designee.
7. **Processing of the Affidavit:**
 - a. The **EMPLOYEE** shall date and sign the affidavit in the presence of a Notary Public prior to forwarding to the Human Resources Administrator or designee;
 - b. The **ADJC HUMAN RESOURCES ADMINISTRATOR (HRA) OR DESIGNEE** shall then:
 - i. Forward all affidavits and supporting documentation to the presiding judge of the Superior Court within the county in which the employee resides once every quarter unless an employee makes a request for immediate action supported by facts justifying early consideration;
 - ii. Enter and maintain a database of all employee redaction request submittals.
 - c. The **COURT** will issue an order indicating which affidavits have been approved and will send a copy of the court order to the HRA or designee, as well as a copy to other agencies involved in the process:
 - i. The **OFFICES OF THE COUNTY RECORDER, ASSESSOR, AND TREASURER** will redact residential address and telephone numbers contained in instruments maintained or recorded by their office no later than 10 days from the receipt date of the court order;
 - ii. **MVD** will seal residential and vehicle registration records of those individuals listed in the order no later than 150 days from the receipt date of the court order;
 - iii. The **COUNTY RECORDER** will seal voter registration records of those individuals listed in the order no later than 120 days from the receipt date of the court order.
8. **Procedures for Changes in Information:**
 - a. For the County Recorder, Assessor, and Treasurer records:
 - i. The **EMPLOYEE** shall submit a new affidavit to the HRA or designee for processing if:
 - (1) The five year time frame has elapsed; or
 - (2) **S/HE** is moving into a new residence.
 - ii. Any time a new document is recorded that references an address that is already protected (for a refinance, second mortgage, or a home equity loan, for example) the **EMPLOYEE** shall:
 - (1) Print out a copy of the page(s) from the new document that shows the employee's name-address or name-legal description and ensure the recording number and the recording date are also on the copy. Hand-write, if necessary;
 - (2) Provide the HRA or designee the printouts so they can be forwarded along with a cover sheet that includes the original court order number to the appropriate County Recorder's office;

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- (a) The **HRA OR DESIGNEE** shall maintain a copy of all court orders issued pertaining to ADJC employees.
- b. For Voter Registration:
- i. The **EMPLOYEE** shall submit a new affidavit to HR for processing if:
 - (1) His/her redaction is five years old and s/he is renewing it; or
 - (2) S/he is adding someone else's records to be sealed (ex: a new spouse or a new voter in the family).
 - ii. The **EMPLOYEE** shall submit a Voter Registration form only (no affidavit is required) if s/he needs to change his/her:
 - (1) Name;
 - (2) Address;
 - (3) Party affiliation.
- c. For Motor Vehicle Division:
- i. The **EMPLOYEE** shall submit a new affidavit only if s/he wants to add someone else's records to be sealed (ex: a child who has just gotten his/her license or Arizona State ID card, a new spouse, a new person living at his/her address whether s/he is related to the employee or not);
 - ii. If the employee must go to an MVD office in person to change a record, **S/HE** shall call the Office of Inspector General, Law Enforcement Coordination Unit (LECU) at (602)712-7488 to have their records unblocked prior to going;
 - iii. **EMPLOYEES** shall note: It is advisable to do as much business as possible with MVD online at www.servicearizona.com.

Signature Date

5/14/08

Approved by Process Owner

Patti Cordova

Patti Cordova, Assistant Director, Support Services

Effective Date

5/14/08

Approved by

Michael D. Branham

Michael D. Branham, Director